

PART-TIME GRANT WRITER

Be part of the largest environmental nonprofit based in Connecticut, and help protect the land, air and water of Connecticut and Long Island Sound. Connecticut Fund for the Environment/Save the Sound is seeking an experienced grant writer to work 20 hours/week in our New Haven office.

Organization

Connecticut Fund for the Environment (CFE) is a New Haven-based environmental non-profit; our mission is to protect and improve the land, air and water of Connecticut and Long Island Sound. Established in 1978 with a focus on the legal aspects of environmental preservation, CFE merged in 2004 with Save the Sound, which for three decades had been a respected voice for the protection of Long Island Sound's shoreline, marine habitat and water quality. CFE/Save the Sound just re-launched the Long Island Soundkeeper, adding an on-the-water watchdog to our bolster our efforts to protect and restore Long Island Sound. CFE utilizes legal and scientific expertise to safeguard the region's environment through legislative change, legal action, on-the-ground cleanup and restoration. With a budget of \$5 million, 5,300 members region-wide, more than 11,800 activists, 2,500 volunteers, and a staff of 30, CFE/Save the Sound has offices in New Haven and Mamaroneck.

Position

Reporting to the Director of Development, the grant writer's responsibilities include:

- Using Foundation Directory Online and other sources, research and identify foundation, government and corporate funding opportunities; monitor federal and state web sites and other sources for public and private RFP announcements.
- Work with program and financial staff to prepare and submit letters of inquiry, concept papers and complete grant applications/funding proposals.
- Ensure that grant deliverables and deadlines are communicated to relevant program staff.
- Ensure prompt acknowledgement of all grants received.
- Comply with all grant reporting requirements by writing and submitting interim and final narrative and financial reports in a timely fashion.
- Maintain up-to-date hardcopy and electronic grant records, including grant agreement letters and contracts, and electronic recordings of all donor contacts.
- Provide written updates, including newspaper articles, blog posts, photographs, newsletters, etc. to government, corporate and foundation donors when appropriate.

Qualifications:

- A minimum of three years of experience and proven track record writing and managing grants with a non-profit organization.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Bachelor's degree required.
- Excellent written and verbal communication skills.

- Specific experience writing government or other complex grants preferred.
- Experience with environmental issues preferred.
- Familiarity and understanding of program budgets.
- Proven writing, proofreading, grammar and editing skills.
- Ability to work both independently and as a team player, to take initiative, prioritize and manage multiple deadline-driven tasks.
- Strong attention to detail.
- Proficiency in Word and Excel.

HOW TO APPLY

Please send resume, cover letter and sample grant proposal or concept letter to jobs@ctenvironmnt.org.

CFE provides equal employment opportunity without regard to race, color, religious creed, national origin, sex, age, marital status, pregnancy, sexual orientation, physical or mental disability, veteran status, political affiliation, ancestry, gender identity, or any status protected by law.